<Meeting Date>

**(001) Call of Meeting**

A <Type of Meeting: “regular”/ “special”> meeting of <department name>, was held in <location> on <date>. The meeting convened at <time> with Chairperson <name> presiding and <name> as recording secretary.

**(002) Attendance**

Members in attendance: <Names>

Members not in attendance: <Names> (Excused absences should be noted)

Given that more than <Minimum Quorum #> members of the department were present, a quorum was established.

Guests: <Names>

**(003) Approval of Minutes**

Motion was made by <name>, and seconded by <name> to approve the minutes of the <date of previous meeting> meeting.

(Amendments and corrections to the minutes of the prior meeting should be noted here.)

**(004) Announcements**

<Text>

**(005) Chair’s Report**

<Text>

**(006) Deputy Chair and Program Director Reports**

**Undergraduate Deputy**

<Text>

**Graduate Deputy**

<Text>

**Director of <Program>**

<Text>

**(007) Committee Reports**

**Undergraduate Curriculum Committee**

<Text>

**Graduate Curriculum Committee**

<Text>

**Research Committee**

<Text>

**Learning Outcome Assessment Committee**

<Text>

(The above are examples; this section should reflect the standing and ad hoc committees appropriate to your department’s organization. Also, if a summary report of the department’s Appointments Committee actions/recommendations were not included in the Chair’s Report, this committee could be added here.)

**(008) Representative Reports**

**Faculty Council**

<Text>

**Professional Staff Congress**

<Text>

(Again, these are examples and should be modified as appropriate.)

**(009) Old Business**

<Text>

**(010) New Business**

<Text>

**(011) Adjournment**

The meeting adjourned at <Time>.

**Minutes submitted by**

*[Signature]*

<Committee Recording Secretary’s Name, Title>

Minutes approved by the department on <Date>.